

Construction Project Audit Schedule Confirmation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to confirm the schedule for the upcoming audit of the [Project Name] construction project. The audit is an essential part of ensuring compliance with regulatory standards and maintaining the integrity of the project.

Audit Schedule:

- **Audit Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]
- **Auditor(s):** [Insert Auditor Names]

We request that all relevant documentation and personnel be available during the scheduled audit time. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]